

# RESTORATION OF OUR TREES PROGRAM LOCAL PARTNER APPLICATION



This information required by authority of Part 5 of Act 451, P.A, 1994, as amended, and the U.S. Cooperative Forestry Assistance Act of 1978, CDA 10.664, in order to be considered for participation in the ROOT program.

## **ROOT Sponsors**







#### RESTORATION OF OUR TREES

A program to restore canopy cover in areas impacted by the Emerald Ash Borer.

## IN PARTNERSHIP WITH







The Restoration Of Our Trees (ROOT) Program, sponsored by DTE Energy Foundation in partnership with Governor Jennifer Granholm, USDA Forest Service, Michigan Department of Natural Resources (DNR), and Michigan Department of Agriculture, was developed to provide low cost, 6-8 foot tall, containerized landscape trees to homeowners that have been impacted by the Emerald Ash Borer (EAB). As a Local Partner (LP), your organization/municipality/agency will serve as the local program administrator for the pilot program. The LP will be responsible for distributing applications to homeowners; promoting program in the region; handling/processing tree orders and fees; and selecting a site and coordinating the distribution of up to 300 trees with staff or volunteers. If selected as the LP, your organization/ municipality/agency may receive a grant or have the opportunity to charge a service fee to off-set administrative costs incurred, and will be eligible to receive up to 10 trees at the cost share price. Please see next page for additional information and roles and responsibilities of the Local Partner and State of Michigan.

Applicant Name (city, township, county, village, non-profit organization)  Address		Applicant Contact Person  E-mail	
Region 1: Clinton, Genesee, Gratiot, Region 2: Livingston, Macomb, Mont	ing to be a Local Partner? Region Lapeer, Saginaw, Sanilac, Shiawassee, and St roe, Oakland, Washtenaw, and Wayne Counties illsdale, Ingham, Jackson, and Lenawee Counti	St. Clair Counties es	
Does applicant have a distribution lo	cation that can hold up to 300 containerize	zed (5-10 gal.) trees? TYES NO	
Does applicant own proposed distr	☐ YES ☐ NO		
If NO, does applicant have wri	y)		
Would residents be able to drive their vehicles up to distribution location?		☐ YES ☐ NO	
If YES to all questions above, plea	se provide location & address of propose	sed distribution location.	
If <b>NO</b> to any question above, pleas	e explain (attach additional sheets, if necessa	sary)	
	ff or volunteers (5-7 people) to distribute vent, approximately 6 hours on a weeke		
Signature (Applicant Contact Person)		Date	

## APPLICATIONS MUST BE RECEIVED BY DECEMBER 17, 2007

**RETURN TO:** 

EAB RESTORATION COORDINATOR FOREST MINERAL & FIRE MANAGEMENT MICHIGAN DEPARTMENT OF NATURAL RESOURCES PO BOX 30452 LANSING MI 48909-7952

OR FAX TO:

517-373-2443, ATTN: Kerry Gray

**Questions? Contact:** Kerry Gray, Michigan DNR 517-241-1833 or <a href="mailto:grayk@michigan.gov">grayk@michigan.gov</a>

## RESTORATION OF OUR TREES (ROOT) ROLES AND RESPONSIBILITIES

#### **LOCAL PARTNER (LP)**

- The main role of the LP is to serve as local administrator for the program.
  - The LP may receive a cost-share grant <u>or</u> will have the opportunity to charge a service fee of up to \$3.00 per tree to offset administration costs associated with the program. The LP is also eligible to purchase a maximum of 10 trees at the reduced cost.
- · Responsibilities include:
  - o Promoting program in region that local partner will be serving.
    - Program promotion includes newsletter articles, press releases, community access announcements, flyers, etc.
  - o Handling and processing tree orders and all charges associated with order.
    - In this pilot project, each LP will have up to 300 containerized trees available for purchase by homeowners and LP. The homeowner will pay approximately 50% of the cost of the tree and DTE Energy Foundation will pay the balance. The LP will take pre-orders for the trees and collect the homeowner's share of the tree cost. The LP will then be responsible for sending a tree count for the total pre-ordered trees, not to exceed the number of trees awarded to LP, and homeowner payment for said trees to the Michigan DNR. The Michigan DNR will pay the nursery for the trees and the trees will be delivered to the LP's distribution site.
    - The Michigan DNR will determine the dispersal of the uncommitted balance of trees.
  - Trees will be delivered in April 2008. Trees must be distributed within 7-10 days of delivery. Please keep in mind that the
    trees must be cared for (i.e., watered) while storing.
  - o Selecting a site and date for distribution of up to 300 containerized trees.
    - Coordination of tree distribution with staff and volunteers. Need to ensure that there will be enough people to staff a one-day distribution of trees.
    - Any pre-ordered trees that are not picked up on the distribution date will be given to the LP for use where they choose.
  - Provide program evaluation (provided by State) detailing administrative process, financial costs, outcomes and successes and challenges.
  - If the LP is awarded a grant, they must submit for reimbursement of the administration grant and documenting all income/expenses associated with ROOT. This documentation is to be submitted with reimbursement request to the Michigan DNR (see Administration Grant Information below).

## **STATE OF MICHIGAN**

- Create bid for trees and send out Invitation to Bid to nurseries.
  - Select winning bid(s)
  - o Order trees
- Assist local partner in promoting program
- Assist local partner in program administration by creating spreadsheet templates.
- Evaluate the program. Distribute surveys to LP and select homeowners to rate overall program.
- Coordination of LP and corporate sponsor participation.

## **ADMINISTRATION GRANT INFORMATION**

The LP may receive a 50:50 cost share, reimbursement grant to assist in off-setting the administrative costs associated with the program. The grant will be paid out after the project is completed and the LP has submitted the appropriate final reporting paperwork provided by the Michigan DNR.

## **COST SHARE/MATCHING REQUIREMENT**

This grant requires that the LP provide a 50:50 match to the grant dollars provided (i.e., LP receives \$1,500 grant, must match with \$1,500 of cash and/or in-kind services). Acceptable sources of match include homeowner portion of tree purchase (cash); administrative costs above the amount of the grant award (in-kind); volunteer time (reimbursed at \$16.50/hour for adults and \$8.25/hour for children under 16) (in-kind); staff time (if staff are assisting with distribution- reimbursed at hourly rate (overtime hours are acceptable) plus fringe benefits (in-kind); any equipment (i.e., trucks- reimbursed at Michigan Department of Transportation rates) or supplies that are used for the project (in-kind); fee for distribution location (in-kind).

#### \*All sources of match must be documented\*

The LP must track ALL income/expenses associated with the ROOT program both cash and in-kind (a template will be provided to assist LPs in tracking these expenses). This will not only assist the LP in submitting for reimbursement, but will also assist in the evaluation of the program.

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